



Job Description

Job Title: Student Support Specialist
School/Court Coordinator

Position Code: 2E22 / BE22

Job Classification: Exempt

Supervisor: Program Administrator III
Equity & Accountability

Pay Grade: 37S

Contract Length: 245 Days

Job Summary

Position is responsible for providing services to the courts and Newport News Public Schools. Coordinates the activities between schools and the courts in cases of student involvement in the court system.

Essential Duties

1. Conducts administrative discipline hearings and re-entry hearings as needed.
2. Serves as a communication link between NNPS and court services/judges.
3. Meets with students and families at the request of judges and/or court services and documents visits.
4. Makes referrals to students and families as to community resources and documents referrals.
5. Participates in court services and NNPS staff development activities and meetings.
6. Provides requested student educational information and assessments for the courts and associated agencies following established NNPS records management procedures.
7. Signs truancy petitions and school violation petitions.
8. Represents NNPS in truancy court as needed.
9. Coordinates the processing of juvenile cases through the Commonwealth Attorney's Office and Intake Office of Juvenile Court.
10. As necessary, coordinates with the Clerk of the Court, the scheduling of court appearances for NNPS personnel.
11. Makes educational placement recommendations for students with community charges.
12. Represents NNPS in drug court as needed.
13. Participates in the Discipline Review Committee process as needed.
14. Models nondiscriminatory practices in all activities.

Other Duties:

1. Performs any other related duties as assigned by the Program Administrator III, Equity and Accountability or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor's degree in education or a related field and related experience. Must possess a thorough knowledge of laws and regulations related to student discipline and attendance. Must possess the ability to plan, organize, and direct student services activities. Must possess ability to communicate effectively verbally and in writing. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, & the public.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office/school environment.

Supervision Exercised: None

Supervision Received: Program Administrator III, Equity and Accountability

This job description in no way states or implies that these are the only duties to be performed by this employee. The School Court Coordinator will be required to follow any other instructions and to perform any other related duties as assigned by the Program Administrator III, Equity and Accountability or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date